

**APPENDIX C**

**STATEMENT OF WORK**

**EXHIBITS**

**TABLE OF CONTENTS**

<u>Exhibits</u>	<u>Page</u>
1 SUBAWARD DISCREPANCY REPORT.....	1
2 PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART .....	2
3 COUNTY RECOGNIZED HOLIDAYS .....	5



**APPENDIX C – EXHIBIT 2**  
**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

**CSAIBG PROGRAM**

The Performance Requirements Summary (PRS) Chart is a listing of the minimum required services/tasks that will be monitored during the Subaward term.

All listings of required services or standards used in this PRS Chart are intended to be completely consistent with the terms and conditions of Exhibit A (Statement of Work) and the Subaward and are not meant in any case to create, extend, revise, or expand any obligation of the CSAIBG Subrecipient beyond that defined in the terms and conditions of Exhibit A (Statement of Work) and the Subaward. In any case of apparent inconsistency between required services or standards as stated in the terms and conditions of Exhibit A (Statement of Work) and the Subaward, and this PRS Chart, the terms and conditions of Exhibit A (Statement of Work) and the Subaward shall prevail.

<b>Specific Work Requirements</b>	<b>Service</b>	<b>Monitoring Method</b>	<b>Remedies for Non-Compliance</b>
Contract: Paragraph 7.0 - Administration of Contract- Contractor	Contractor shall notify the County in writing of any change in name or address of the Project Manager	Inspection & Observation	\$50 per occurrence
Contract: Sub-paragraph 8.38 - Record Retention and Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38	Inspection of files	\$50 per occurrence
Contract: Sub-paragraph 8.40 - Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	\$100 per occurrence; possible termination for default of Subaward
SOW: Subsection 4.2 - Meetings	Subrecipient's representative to attend all scheduled meetings.	Attendance	If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:  1) Corrective Action Plan; 2) Suspension of Payment;

**APPENDIX C – EXHIBIT 2**  
**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**  
**CSAIBG PROGRAM**

			3) Suspension of Subaward; 4) Reduce and reallocate funds; and 5) Termination of Subaward
SOW: Subsection 6.3 – Project Manager; Subsection 6.3.1	Subrecipient's Project Manager shall be reached during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday.	Observation	If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:  1) Corrective Action Plan; 2) Suspension of Payment; 3) Suspension of Subaward; 4) Reduce and reallocate funds; and 5) Termination of Subaward
SOW: Subsection 6.4 – Personnel; Subsection 6.4.2	Subrecipient shall conduct background check on employees as set forth in subparagraph 7.4 – Background & Security Investigations, of the Subaward. Subrecipient shall also be required to conduct a background check on any volunteer that has access to a Client's personal information.	Inspection and Observation	If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:  1) Corrective Action Plan; 2) Suspension of Payment; 3) Suspension of Subaward; 4) Reduce and reallocate funds; and 5) Termination of Subaward

**APPENDIX C – EXHIBIT 2  
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

**CSAIBG PROGRAM**

SOW: Subsection 6.7 – Subrecipient's Office; Subsection 6.7.1	Subrecipient office shall be staffed a minimum of eight (8) hours per day, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints that may involve Subrecipient's performance of the Subaward. This does not include County recognized holidays.	Observation	<p>If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:</p> <ol style="list-style-type: none"> <li>1) Corrective Action Plan;</li> <li>2) Suspension of Payment;</li> <li>3) Suspension of Subaward;</li> <li>4) Reduce and reallocate funds; and</li> <li>5) Termination of Subaward</li> </ol>
SOW: Section 10.0 – Specific Work Requirements; Subsection 10.2	At minimum, Subrecipient shall provide <b>mandated <u>Information and Referral Services</u></b> as described in Subsection 10.3.1 under Linkages <b>and <u>at least one other task</u></b> described in Exhibit A, Statement of work, Subsections 10.3 through 10.9.	Inspection and Observation	<p>If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:</p> <ol style="list-style-type: none"> <li>1) Corrective Action Plan;</li> <li>2) Suspension of Payment;</li> <li>3) Suspension of Subaward;</li> <li>4) Reduce and reallocate funds; and</li> <li>5) Termination of Subaward</li> </ol>
SOW: Section 12.0 – Performance Requirements Summary; Subsection 12.3 – CSBG Program Outcome Measures; Subsection 12.3.2	Subrecipient shall ensure that its Services shall meet a minimum of two of the six national goals set forth by the National CSBG Monitoring and Assessment Task Force.	Inspection and Observation	<p>If Subrecipient performance does not meet the requirements of Subaward, County will have the option to apply one or all of the following:</p> <ol style="list-style-type: none"> <li>1) Corrective Action Plan;</li> <li>2) Suspension of Payment;</li> <li>3) Suspension of Subaward;</li> <li>4) Reduce and reallocate funds; and</li> <li>5) Termination of Subaward</li> </ol>

**APPENDIX C  
EXHIBIT 3**

**County Recognized Holidays**

New Year's Day ----- January 1  
Martin Luther King Jr.'s Birthday----- The third Monday in January  
Presidents' Day ----- The third Monday in February  
Memorial Day----- The last Monday in May  
Independence Day----- July 4  
Labor Day----- The first Monday in September  
Columbus Day----- The second Monday in October  
Veterans Day----- November 11  
Thanksgiving Day----- The fourth Thursday in November  
Friday after Thanksgiving----- The fourth Friday in November  
Christmas----- December 25

\*If January 1st, July 4th, November 11th, December 25th falls upon a Saturday, the preceding Friday is a holiday.

\*If January 1st, July 4th, November 11th or December 25th falls upon a Sunday, the following Monday is a holiday.

(Ord. 96-0003 § 2, 1996.)